



CITY OF HOUSTON  
NEIGHBORHOOD PROTECTION CORPS  
2636 South Loop West, 4th Floor, Houston, Texas 77054  
EXTENSION-713-218-5500  
FAX-713-218-5520

**REQUEST FOR AN EXTENSION OF EXPIRED ORDER**  
**PLEASE READ AND PRINT CLEARLY**

**APPLYING FOR AN EXTENSION DOES NOT PREVENT THE CITY FROM  
TAKING ENFORCEMENT ACTIONS ON AN EXPIRED ORDER**

**EXTENSIONS TAKE APPROXIMATELY 21 WORKING DAYS TO  
PROCESS. A RESPONSE TO THIS APPLICATION WILL BE MAILED TO  
THE MAILING ADDRESS SUBMITTED.**

For property acquired after a hearing, the new owner must provide, at the time of application, a copy of the recorded deed to the property. If an agent is requesting an extension on behalf of an owner, the agent must have a notarized statement from the owner authorizing the agent to act on matters pertaining to the extension. No exceptions will be allowed. **If you are applying for more than 1 property, you must complete an application for each property. If you have multiple projects and/or buildings for the same property, you must complete an application for each one.**

**IN ORDER FOR THE CITY TO CONSIDER AN EXTENSION, ALL  
REQUIREMENTS MUST BE MET:**

1. ALL CITY LIENS MUST BE PAID IN FULL, (CONTACT THE LAW FIRM FOR PAYMENT AT – 713-844-3573, FAX 713-576-1396, OR [cityliens@publicans.com](mailto:cityliens@publicans.com).)
2. MUST HAVE PROOF OF OWNERSHIP AT THE TIME OF APPLICATION
3. THE PROPERTY IS FREE OF ANY AND ALL NUISANCES: (TRASH, DEBRIS, RUBBISH, TIRES, OR WEEDS)
4. THE BUILDING (S) MUST BE SECURED FROM UNAUTHORIZED ENTRY
5. MUST PROVIDE PHOTOS OF THE CURRENT CONDITIONS OF THE PROPERTY
6. MUST PROVIDE A COPY OF THE EXPIRED ORDER
7. MUST PROVIDE A COPY OF A VALID DRIVER'S LICENSE
8. IF CITY ABATEMENT ACTION IS PENDING, EXTENSION WILL BE GRANTED AT THE DISCRETION OF THE DEPARTMENT

**YOUR EXTENSION APPLICATION WILL BE DENIED OR DELAYED IF  
ANY VIOLATIONS EXIST.**

If the Order has not expired, the Neighborhood Protection Corps does not have the authority to approve an extension. A request to amend an order must be submitted by the thirtieth (30<sup>th</sup>) day from the date that the order was issued to: Attn: Hearing Official, Administrative Hearing, Houston Police Department, 2636 S. Loop West, Houston, Texas 77054.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City Zip Code

Telephone Number(s) \_\_\_\_\_

**Applicant Status** ☐ Owner ☐ Lienholder ☐ Agent for Owner

**(1) Owner Proof of Ownership**

☐ Recorded Deed Attached to Application ☐ Recorded Deed on file at NPC

**(2) Lien holder Proof of Ownership**

☐ Recorded Lien Attached to Application ☐ Recorded Lien on File at NPC

**(3) Agent Statement**

☐ Notarized Statement Attached to Application ☐ Notarized Statement on File at NPC

**All Applicants must provide a copy of their current Driver's License**

☐ Copy of Driver's License Attached to Application ☐ Copy of Driver's License on file at NPC

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**Address of the Building Referenced in the Order**

\_\_\_\_\_  
Street Address

**Address must be posted  
On The Property**

\_\_\_\_\_  
City State Zip Code

Is Property a Vacant Lot? ☐ Yes ☐ No

If No, what is the Building type: ☐ Single Family ☐ Multi Family ☐ Commercial ☐ Accessory  
☐ Other \_\_\_\_\_

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State reason for request ☐ Repairs ☐ Demolition ☐ Secure until Repair ☐ Pools ☐ Clean Up  
☐ Certificate Of Compliance  
☐ Other \_\_\_\_\_

Date permits will be purchased \_\_\_\_\_ Date work will begin \_\_\_\_\_ Date work will be completed \_\_\_\_\_

**I have read and understand the terms and conditions of this application.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_